



## **Instruction Book**

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## **Voice It Personal Note Recorder**

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**Model VT-300**

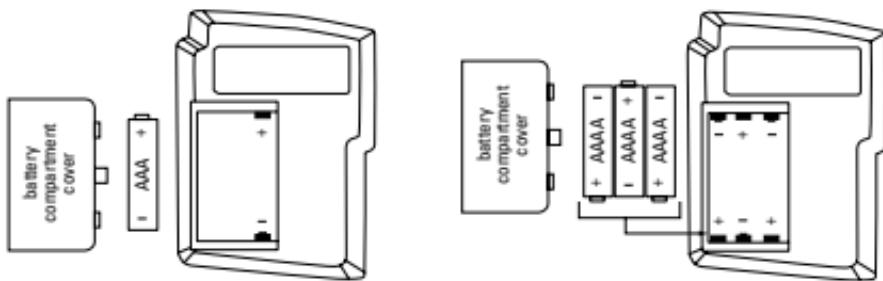
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# How to Load Batteries

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1. Open the battery compartment on the back of the unit by sliding the cover off. Your VT-300 may require one AAA or three AAAA batteries.
2. Install the battery (or batteries) with + and – terminals oriented as shown in the figure below. When installed properly the red and green LEDs will flash and you will hear four beeps. If you do not hear the four beeps you will need to initialize the unit. To initialize the unit press and hold the ERASE all button for about 10 seconds until the red and green LEDs flash simultaneously followed by ten green flashes and beeps.
3. Replace the cover.



**IMPORTANT: All messages will be erased when you initialize the unit.**

## **Replacing Batteries**

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Batteries should last approximately three months depending on usage. When battery power drops below a certain level your unit will not allow you to record or erase messages. It will, however, allow you to play messages until battery power is further depleted. A low battery condition is further indicated by a short flash of the red LED every few seconds. When this signal occurs it is time to change the batteries. If you cannot find AAAA batteries at retail you may order them directly from VXI Corporation by calling 1-800-47-VOICE (1-800-478-6423)

**Note:** Because this Voice It note recorder uses flash memory, messages will remain in memory even when batteries are removed from the unit. Thus, you do not need to worry about losing messages while you change batteries.

**Note:** Voice It note recorder uses a magnetic speaker. Avoid placing the unit near the magnetic strips on your credit and bank cards.

## **Selecting a Recording Speed**

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You may choose from three recording speeds depending upon your needs. On speed one (pre-set level) you will get about 3 minutes of recording time. To increase recording time you may choose speed two (2) (about 4 $\frac{1}{4}$  minutes) or speed three (3) (about 5 $\frac{1}{2}$  minutes).

**Note:** you will lose audio quality when changing from Speed 1 to Speed 2 or 3.

**To change recording speed** — Press and hold the SPEED button until you hear one, two or three beeps. One beep indicates speed one, two beeps indicates speed two, three beeps indicates speed three. Release the SPEED button after you hear the number of beeps corresponding to the speed you want.

**To check recording speed** — Press and release the SPEED button. The number of beeps you hear will indicate the speed at which the unit is recording.

## **How to Record a Message**

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1. Press the RECORD button and release. A red light indicates you are recording.
2. Hold the Voice It note recorder a few inches from your mouth and speak.
3. Press RECORD again to stop recording. The red light will turn off.

**Tip 1:** Recording too closely or too loudly distorts the sound.

**Tip 2:** If the red light turns off while you're recording, the memory may be full or your batteries may be depleted.

## **How to Play a Message**

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**To play a message just recorded —** Press play and release.

**To play messages from the beginning —** Press and hold the  button until you hear two beeps and the green LED flashes twice. Press and release PLAY to hear messages one at a time or press and hold PLAY for two seconds to play all messages consecutively.

## **Using Channels**

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**Your Voice** It note recorder allows you to record on one of four channels. One of the four channels is the default channel. The unit is preset at the factory to record on this channel and after about three minutes of inactivity the unit automatically switches to this channel. The other three channels are accessed through the CHAN button. You may record a name or header for these channels such as “expenses” or “things to do” and then store and play messages under these headings.

**To access a channel** — Each time you press and release the CHAN button you will page through the channels. The default channel is indicated by a low pitched beep, the three user-named channels are indicated by the appropriate number of quick, high pitched beeps and a blinking green LED — one beep and blink for channel one, two beeps and blinks for channel two, etc.

**To record a channel name** — Press and release the CHAN button until you hear the

number of beeps corresponding with the channel you want to name. Then press and hold the CHAN button until the red LED comes on. While the red LED is on, speak your channel name then release the CHAN button. When you release the CHAN button the unit will immediately play back the name you have just recorded. If you want to change the name, press and hold the CHAN button and record it again.

**To record a message on a channel** — Press and release the CHAN button until you hear the name of the channel you want then use the RECORD button as normal.

**To play a message on a channel** — Press and release the CHAN button until you hear the name of the channel you want, then use the normal play procedure. The skip  $\ll$  and  $\gg$  buttons will skip between messages in that channel.

**To erase a message on a channel** — PLAY the message you want to erase, then press and hold Erase LAST until the red light blinks twice.

**Tip 1:** Erasing messages in a channel does not erase the channel name.

**Tip 2:** If you wish to change a channel name, simply record a new channel name by following the procedure described above.

**Tip 3:** The green LED will blink to indicate that the unit is in one of your user-named channels. A single blink indicates channel one, a double blink indicates channel two, a triple blink indicates channel three. If the green LED is not blinking it means the unit is in the default channel. After three minutes of inactivity, the unit automatically switches back to the default channel.

## **How to Skip through Messages**

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**Reverse:** Press the  button to move backward through the queue of messages. Pressing once skips backward one message.

**Forward:** Press the  button to move forward through the queue of messages. Pressing once skips forward one message.

**Tip 1:** When using **◀** and **▶** to skip through messages, a green light and high pitched beep indicates progress, a red light and low pitched beep indicates the end of the queue.

**Tip 2:** Pressing **◀** and **▶** while messages are playing allows you to review messages quickly.

## **How to Erase Messages**

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**To erase messages selectively** — PLAY the message you want to erase, then press and hold Erase LAST and hold until the red light flashes twice.

**To erase all messages recorded** — Press and hold Erase ALL until the red light flashes twice.

## **Using Special Features**

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**Keypad Lock Feature:** To prevent inadvertent activation of the unit while in your pocket or handbag you may lock the unit. Press and hold the **◀** button for about five seconds or until you hear five beeps accompanied by five blinks

of the red LED. To unlock the unit, press and hold the  button for five seconds or until you hear a single beep accompanied by a single blink of the green LED. The unit will be at the first message in the default channel.

**Turning Beeps On and Off:** Your unit is pre-set at the factory to emit a variety of beeps when using various functions. If you do not wish to hear these beeps you may turn them off by pressing and holding the  button for about two seconds until the green LED flashes twice. To turn beeps back on, repeat the procedure. Two flashes of the green LED and two beeps will indicate that the beeps are re-activated.

## **Troubleshooting**

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If your unit fails to respond as it should when you press the buttons you should follow the procedure outlined below to determine the problem.

1. If none of the buttons will work check to insure that the unit is not locked. The red LED will flash once when any button is

pressed in the lock mode. Unlock the unit using the procedure described above.

2. If the unit will not record or erase, check your batteries by removing them and letting the unit rest for at least one minute. Re-install the batteries. If the unit still will not record or erase, or the red LED is flashing every few seconds it is likely that your batteries are depleted. Replace batteries as described above.
3. If your unit will not record or you hear two beeps when you press the RECORD button you are probably out of recording time. Erase old messages.
4. If all the above are checked and corrected and the unit still will not respond you may need to initialize it. Important: All messages and channel headers will be erased when you follow this procedure. To initialize the unit press and hold the Erase ALL button for about 10-seconds until the red and green LED's flash simultaneously followed by ten green flashes and beeps.

## **VXI Limited Warranty**

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1. If any VXI Voice It® product fails to work for any reason during the first 90 days from the date of the purchase as shown by the purchaser's warranty registration, VXI will repair or replace the product, at its election, free of charge. Without warranty registration, the warranty period begins on the date of the manufacture.
2. The obligations of VXI under this warranty shall be limited to repair or replacement (at our option) of any part returned, freight prepaid, to VXI.

Returned products require a Return Authorization that may be requested from VXI at 1-800-478-6423 or [www.vxicorp.com](http://www.vxicorp.com).

3. This limited warranty is in lieu of all other warranties, express or implied, including the implied warranties of merchantability and fitness for a particular purpose.
4. In no event shall VXI be responsible for any other damages whatsoever including direct, indirect, special, incidental, consequential or otherwise for breach of this or any other warranty, express or implied.

5. Products returned to VXI for Warranty repairs, freight prepaid and with proper Return Authorization, will be return shipped to the customer at VXI's expense within five (5) days of VXI's receipt and payment.

This equipment generates radio energy. It has been tested and found to comply with the limits for a class B computing device in accordance with the specifications in subpart B of FCC Rules and Regulations as outlined in the CFR, Title 47.







1-800-47-VOICE

[www.voiceit.com](http://www.voiceit.com) or [www.vxicorp.com](http://www.vxicorp.com)

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Voice It products are designed and engineered in the USA. They are manufactured in the Philippines, China and Malaysia. The exact country of manufacture for a specific product is shown on the label on the back of the product.

P/N 2306-2002A

**For Reference Only  
Do NOT Print this Page**

Part # 2306-2002A

A/W # 2306-2003A

Art size: 2.5" x 3.75"

Color: 1/1 Black

Binding: single staple; centered

Stock: 80# Vellum Opaque White